

INDIANA STATE POLICE LABORATORY

SUBJECT: CODE OF PROFESSIONAL CONDUCT

PURPOSE

This Code of Professional Conduct provides guidance for the performance of professional duties of all Laboratory Division personnel.

POLICY

No code of professional conduct can be all encompassing and cover every possible scenario. It is the responsibility of each person to conduct themselves in a manner that is above reproach even if a particular situation is not covered by this Code of Professional Conduct.

PROCEDURE

1. The Code of Professional Conduct:
 - a. Treat all case related information with the confidentiality required.
 - b. Treat all items of evidence with the care and control necessary to ensure its integrity.
 - c. Approach all examinations and analyses with an open and unbiased mind and with minimum anticipation as to what the results might be. Remain immune to suggestion, pressures and coercions inconsistent with the analytical results and only be interested in the ascertaining of facts. The case investigative information may be used to determine the most probative evidence to be examined.
 - d. Utilize only accurate, reliable and appropriate technical methods, applying only those tests necessary for a complete examination. Unwarranted and superfluous tests shall not be used to give apparent greater weight to the results.
 - e. No member of the Laboratory Division shall use their position to impose undue pressure on an employee to take technical shortcuts or arrive at a conclusion not supported by analytical results.
 - f. Utilize appropriate controls and standards of required quality during examinations and analyses.
 - g. Generate case notes on examinations and analyses conducted contemporaneous to the time they are performed.

- h. Make a full and complete disclosure of the results and conclusions in the written reports as required by approved management system documents.
 - i. State opinions and conclusions, both in written reports and testimony, strictly in accordance with the analytical results in the case and only to the extent justified by the results. Extraneous information from other sources must not affect the opinions or conclusions. The analyst shall avoid confusing scientific fact with investigative theory in interpretations.
 - j. Testify in a clear, straightforward manner and avoid extending yourself beyond your area of expertise.
 - k. Do not exaggerate, embellish or otherwise misrepresent education, training, experience or other qualifications.
 - l. Carry out all duties in such a manner to inspire the confidence of the public.
 - m. Treat co-workers, client agencies and general public with courtesy, respect and professionalism.
 - n. Each member of the Laboratory Division is responsible for bringing to the attention of a Laboratory Manager, supervisor or Division management staff any unethical activities. It is unacceptable conduct to knowingly conceal or not report knowledge of unethical activities.
2. This Code of Professional Conduct is a supplement to the Ethics Rules from the Indiana Code of Ethics and Indiana State Police Regulation 1: Code of Professional Ethics. Laboratory Division personnel shall comply with all rules for ethical conduct.